

MEMORANDUM

To: Polson City-County Planning Board/Zoning Commission members

From: Dave DeGrandpre, AICP

Copy: Mark Shrives, Polson City Manager
Lake County Commissioners & LaDana Hintz, Lake County Planning Director
Dennis Duty, Lee Manicke, Lita Fonda, Tim McGinnis, Joslyn Schackelford and Karen Sargent, PDC Advisory Committee

Date: February 7, 2015

Re: Polson Development Code update

The Polson Development Code (PDC) consists of the zoning and subdivision regulations for the City of Polson and surrounding Lake County area. An update of the PDC was initiated in 2009 and is now nearing completion. An advisory committee, made up of Polson and Lake County officials and knowledgeable citizens, has thoroughly vetted the updated regulations and zoning map.

During the summer of 2014 Land Solutions brought the updated documents to the City-County Planning Board/Zoning Commission and we reviewed major changes to the code and map at several public meetings. The update was put on hold during fall and winter while the Lake County Commissioners reconsidered the County's participation in the cooperative planning arrangement. During this time I did not make any changes to the draft text and map in order to not expend the City's financial resources while the County Commissioners considered the county's participation. The County Commissioners decided to continue the arrangement and Polson City Manager Mark Shrives recently asked me to start the final review and adoption process.

Below is a list of actions and potential schedule for finalizing the PDC update. The Planning Board/Zoning Commission is scheduled to discuss this process and timeline at its meeting on February 10.

1. Land Solutions revises the PDC text (February). Land Solutions will ask the county GIS department to revise the zoning map, with assistance from County Planning Director LaDana Hintz if she is available (February).
2. Land Solutions produces a staff report evaluating the proposed changes in light of state law (February).

3. Beginning March 1, Lake County planners physically post notice in at least 5 locations at least 45 days prior to the hearing as per Montana Code Annotated 76-2-205. The posted notice should include the date of the joint City and County Commissioner hearing (#7 below). (May 12 could be the target date for the Planning Board/Zoning Commission public hearing, with the possibility of a continued hearing later that month.)
4. At least 15 days prior to the public hearing, city and county officials publish notice in a newspaper of general circulation (2 for the county, 1 for the city as per state law).
5. After the hearing, Land Solutions revises the text and works with the County to amend the map (June).
6. Land Solutions revises the staff report, making it a report from the Planning Board/Zoning Commission to the governing bodies (June).
7. After publishing notice, the City and County Commissions hold a joint meeting to review the draft. This could function as the first reading for the City Commission and the County Commission could adopt a resolution of intention to adopt the regulations and map at this time (July). This triggers a 30-day protest period.
8. The City and County Commissions hold a joint meeting to adopt the revisions (August).

I look forward to discussing this process and schedule with you on Tuesday.

Dave DeGruy